

PROFILE 15 years' experience developing & delivering L&D solutions in business & education.

EXPERIENCE

Jun 2003 - Sep 2020

Program Development & Evaluation Analyst at Saudi Aramco, Dhahran, Saudi Arabia

Developed and maintained training programs that met the standards required by the company for around 2,000 new employees every year. Some of our programs targeted all current employees - a population of over 70,000 locals and expatriates.

Evaluated current training needs by conducting training needs assessments to understand learner requirements. Used the ADDIE instructional design model and online prototyping tools including storyboarding and scripting to develop and implement appropriate L&D solutions.

Developed and maintained over 15 different blended learning programs covering e-Learning, websites, training manuals, mentoring programs, user guides and books.

Experienced in using Storyline and Captivate to develop eLearning, and experienced in configuring output to an LMS. Prepared training videos, and interactive training software simulations.

From 2016, worked in a team using iMacs to develop a smart interactive curriculum using HTML5, CSS, and JavaScript for iBooks Author and delivery on iPads. In 2019, this curriculum won the UK award for **Best L&D initiative - Private Sector** from CIPD, and came runner-up for other awards and categories.

Performed quality assurance reviews of programs developed by our department.

Experienced in video & audio editing using Adobe Premiere and Audacity. Developed videos for an award-winning curriculum using cameras, screen recording, and sourcing video library content.

Two years' IT skills/MS Office skills training experience.

Please see my website for a sample of learning products I have delivered.

Jun 2002 - Apr 2003

IT Trainer at St Georges NHS, London, UK

Created a plan for marketing and training hospital staff in a new intranet content publishing system. Organized training seminars and material.

EDUCATION

Sept 2000 - Aug 2001: MSc Software Engineering, Bournemouth University

OO Analysis & Design in UML, C++, Oracle, SQL, project management, networking

Oct 1992 - July 1995: BSc Applied Psychology & Computing, Bournemouth University

Human Computer Interaction, User-centred system design, Geo. Info. Systems

CERTIFICATIONS

Association for Talent Development (ATD) Master E-Learning Instructional Designer

ATD Certificate in Designing Virtual Training

SKILLS

Excellent interpersonal and communication skills

Adaptable to new situations and able to learn quickly

Able to work well under pressure and to tight deadlines, individually and as a team

Supervisory and leadership experience

Technical skills: Windows & Mac OS; MS Office; Adobe apps - Captivate, Photoshop, Illustrator, Premiere Pro, Connect; Articulate Storyline, SCORM & xAPI; HTML5, CSS, JavaScript & JQuery; WebEx & SABA virtual classroom, Audacity, Visual Studio Code, Moodle & SABA LMS